

In the Specification:

Please amend the specification as follows. On page 1, please amend the fourth paragraph under "Background of the Invention" as follows:

Microsoft Office '97 is a computer program encoded in a computer program product (i.e., stored in CD form and operating through a processor and in memory on a PC) that offers an intelligent helper, but control of such helper is completely in the hands of each user. Thus, there is no means by which the management of a company can persistently communicate with its employees in a highly visible manner.

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